

# The CURE

## Contract User's Resource for Excellence

*The "CURE" is a quarterly newsletter of the State Controller's Office*

Volume 11, Issue 1

February 2005

### **News From The SCO** A State Controller's Office Update

#### **CCIT MEETING**

The February CCIT (Colorado Contract Improvement Team) meeting will be held on Wednesday, February 16th from 9:00 a.m. - 12:00 noon at the Denver National Guard Armory. The address is 5275 Franklin Street, Denver (please see page 3 for directions). If you have questions about the meeting, please call Yvonne Anderson at (303) 866-2862.

#### **What's Inside this Issue**

- - Statewide Contract Training
- - Personal Services Upcoming Training
- - A note from the AG

#### **E-MAIL ADDRESS CHANGES**

To make sure you do not miss an issue of the CURE or other important state contract information be sure that you keep your e-mail address current by sending changes to Kevin in the SCO CCU at:

kevin.cruise@state.co.us

### **Central Approvers Names and Numbers**

NAME	PHONE #	FAX #
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#### **Department of Personnel & Administration (DPA)**

##### **State Controller's Office (SCO)**

Central Contract Unit:	Phone Number	Fax Number
Phil Holtmann	303-866-3809	303-866-4233
Yvonne Anderson	303-866-2862	303-866-4233

#### **Routing, Distribution and E-mail Updates:**

Kevin Cruise	303-866-2127	303-866-3569
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#### **Statutory Violations:**

Ron Keller	303-866-3539	303-866-3569
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##### **Human Resource Services (DPA/HRS)**

##### **Personal Services Review Program:**

Joi Simpson	303-866-5496	303-866-2458
Don Fowler	303-866-4250	303-866-2458

##### **State Buildings and Real Estate Programs**

Larry Friedberg	303-866-3079	
Dana Stansbury	303-866-6141	303-894-7478

Clark Bolser (REP)	303-866-4759	303-866-2201
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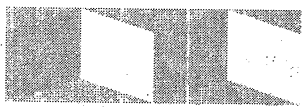
##### **State Purchasing (SPO)**

Monica Rahman	303-866-6155	303-894-7440
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##### **Office of the Attorney General (AGO)**

Bea Pagette	303-866-5227	303-866-4139
Heidi Dineen	303-866-5437	303-866-4139
Linda Shubow	303-866-5027	303-866-4139
Meg Whitelaw	303-866-3376	303-866-4139

Tracy Kinsella (CDOT Attorney)	303-866-5052	
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## An Important Note from the Personal Services Program -

**By Joi Simpson, Program Coordinator**  
**December 2004**

The PCP Personal Services Contracts Training has been scheduled through June of 2005. DHR offers two levels of training, Level I and Level II. Both are required for HR professionals seeking certification. The following is a brief description of the courses and class schedule.

**Level I** is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's Administrative Procedures, flow charts of the personal services contract review process, and the basics for determining independent contractor status. The course lasts approximately 8 hours.

**Level II** is advanced training focused on the required elements of the cost comparison and completion of the cost comparison form, as well as the appropriate application of statutes and Director's Administrative Procedures. The course lasts approximately 6 hours.

All classes will be held on Wednesday in the Centennial Building, 1313 Sherman Street, in Denver.

### **Level I**

(Start time 8:30 a.m. and ends approximately 4:30 p.m.)

Wednesday, February 23, 2005

Wednesday, April 27, 2005

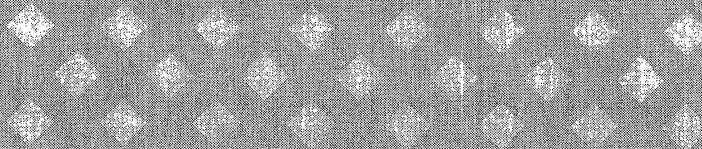
Wednesday, June 15, 2005

### **Level II**

(Start time 9:00 a.m. and ends approximately 3:00 p.m.)

Wednesday, March 30, 2005 – Room 220

Wednesday, May 25, 2005 – Room 318





**Personal Services -  
Article continuation**



Please contact Judi Karg at [judi.karg@state.co.us](mailto:judi.karg@state.co.us) or 303-866-2391 to reserve a space. Seats are limited and will be reserved on a first come, first served basis.

**Certification for Personal Services Agreements Form Update**

As part of the statewide waiver pilot process, the Pilot Forum (Forum) identified issues with the Certification for Personal Services Modification form (short form). Based on comments from the HR and contracting community, the short form was altered to make it more user friendly. However, upon further discussion, the Forum and DHR staff determined that the short form created more confusion at the department level and within the contract routing process. Therefore, we determined that it would be more effective to add a section on the Certification for Personal Services Agreements (long form) that identifies a contract as an amendment or modification. This means that the self certification feature is no longer available nor is it necessary. To obtain the updated form please visit our website at <http://www.colorado.gov/dpa/dhr/oversight/contracts.htm>.

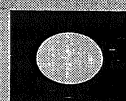
A special thank you to members of the HR and contracting community for your insight and input on the changes to the form and the program.

For questions for issues please contact Joi Simpson at [joi.simpson@state.co.us](mailto:joi.simpson@state.co.us) or 303.866.5496.

**DIRECTIONS TO THE DENVER NATIONAL GUARD ARMORY**

**From 1-70** —Washington Street to Exit 54th (Corvette Connection on the right) to the end of the street and turn right to Franklin then right again a couple of block to the Armory (you can't miss the tank on the lawn). Go right to the end of the street to the parking lot and navigate the barriers (they're security devices). Park anywhere in the lot and come into the auditorium at the front of the building.

**From North 1-25**—Exit at 58th and go to Franklin, right on Franklin to the Armory (just beyond 54th), go to the end of the street to the parking lot and navigate the barriers. Go right to the end of the street to the parking lot and navigate the barriers (they're security devices). Park anywhere in the lot and come into the auditorium at the front of the building.



# SCAN UPDATE

**By Lynn Kirk, President**

CCIT attendees are invited to participate in the State Contract Administrators Network ("SCAN"), a users group formed for the purpose of:

- Advising the State of Colorado's "Central Approvers" (Office of the State Controller, Department of Personnel and Administration's Personal Services Program, State Buildings and Real Estate Programs, and the Office of the Attorney General) regarding the State of Colorado's contracting policies and procedures;
- Communicating issues and resolutions within the State of Colorado's contracting community;
- Providing and facilitating contract related training to its members;
- Improving the effectiveness and efficiency of the Colorado State contracting process.

Membership is open to all employees of the State of Colorado who are interested in improving the State's contracting processes and procedures and whose course and scope of employment involves contract drafting, contract administration, or contract management.

SCAN members were pleased to have the opportunity to test drive, participate in discussions, and provide comments for the new Contract Training offered by the State. SCAN also facilitates information to its members by maintaining information under the Contract/BOA database on the State BIDS System. Registration and specific access to the Contract User Group Section of the State BIDS System is required. Contract/BOA database contains the SCAN Membership List, By-Laws, Annual Meeting Schedule, Agendas, Minutes, Model Contracts, and suggested rewrites for the State Contract Manual, and on-line discussions topics.

Meetings for the calendar year 2005 are held on the second Tuesday of the month (except for the months that CCIT meetings are held) at the Department of Personnel and Administration, 1600 Broadway, 5<sup>th</sup> Floor Conference Room. Contact Lynn Kirk, (303) 866-4005, [lynn.kirk@state.co.us](mailto:lynn.kirk@state.co.us) for additional information.





# STATEWIDE TRAVEL PROGRAM UPDATE

Department of Personnel and Administration  
Division of Central Services  
*Statewide Travel Management Program Update*

In February 2004, the Statewide Travel Management Program (STMP) formed the Travel Agency Evaluation Committee (TEAC) to investigate available options to bring forth better oversight and management to the program in regards to travel agency services. This committee was initially comprised of Travel Compliance Designee's (TCD as defined in Executive Order D 005 03) from the Department of Human Services, Community Colleges of Colorado, University of Colorado, City & County of Denver, Department of Natural Resources and Colorado State University. The Program determined that a reduction in the number of travel agencies servicing the State of Colorado would provide opportunities to:

- Ø Aggregate Volume Spend
- Ø Seek lower per ticket fee
- Ø Establish consistent customer service by providing:
  - o Lowest ticket price available
  - o Internet ticket searches
  - o Hotel & rental car bookings
- Ø Increase vendor knowledge of Program Rules & Compliance
- Ø Facilitate vendor management & training
- Ø Minimize Service Fee collection issues
- Ø Provide adequate competition

The TEAC, in conjunction with the State Purchasing Office, determined to develop a comprehensive Request For Proposal (RFP) to facilitate the selection process. Initially, a Request For Information (RFI) was distributed to all the TCD's, participating Political Subdivisions and the Authorized Travel Agencies that were currently servicing the State. This was to provide opportunity to all State Agencies, Institutions of Higher Education, Political Subdivisions and Authorized Travel Agencies to solicit input, comments and inquiries concerning the new program direction.

In order to provide ample opportunity for inquiries on the solicitation process, the STMP invited all Authorized Travel Agencies and potential RFP respondents to attend a Pre-Proposal Conference held October 2004. In addition, the State recognized that some vendors were located far from Denver and attendance in person at this conference, as a result, may have been problematic for them. To facilitate participation by such vendors, the State provided teleconference opportunity.

As a result of the RFP solicitation, eleven vendors were awarded a Mandatory State Price Agreement for Travel Agency Services as follows:

- Adams County Travel Inc.
- Boersma Travel Services
- Boulder Travel



- Ø Cottonwood Travel
- Ø Custom Travel
- Ø CWT-Advance Travel
- Ø Fare Deals Travel
- Ø Frosch Travel Fort Collins
- Ø New Horizons Travel
- Ø TS-The Travel Society Inc.
- Ø TQ3 Navigant

The awarded vendors will provide travel agency services effective April 1, 2005. In the meantime, STMP is working with all program participants to facilitate the transition to the new vendors.

The Colorado Statewide Travel Management Program (STMP), managed by Lenora Lancaster, was given the award for “**Best 2004 Government Travel Management Program**” by the Society of Government Travel Professionals (SGTP). The panel of judges, which consists of government and travel industry experts, based the award on effectiveness, innovation and creativity.

Executive Order D0005 03 provided Lenora with the support necessary to re-invent the Program. As a result, communication, compliance, training and reporting were strengthened.

The Department continues to strive to improve the Travel Program and meet the directives as established by the Governor.



## STATEWIDE CONTRACT TRAINING

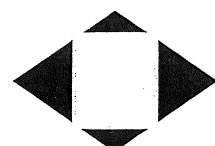
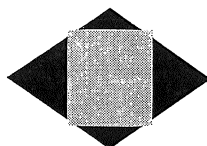
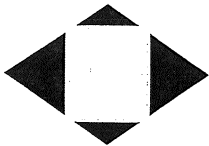
The new & improved statewide contract training class was launched in October and is held on a monthly basis. The training is a one day class with a cost of \$25.00 (a substantial savings) **All contract personnel** are highly encouraged to attend these classes. So... if you are new to the state system or you are in need of a refresher course, please sign up today. Classes are on-going. For more information, please call Suzanne Woodruff-Regan at 303.866.3535.

# **IMPORTANT REMINDERS...**

## **State Controller Policies Fiscal Rules Contract Procedures & Management Manual**

Please remember that the State Controller updated all policies related to state contracting in 2003. These policies should be reviewed, in addition to Fiscal Rule 2-2 and 3-1, Chapter 6 and Appendix A and any other appropriate chapters in the Contract Manual to insure all requirements are met when writing a state contract. These policies, the Fiscal Rules and the Contract Manual are conveniently located on the SCO website ([www.sco.state.co.us](http://www.sco.state.co.us)). We encourage you to review these documents.

If you need assistance or have questions, please feel free to call Phil Holtmann at 303.866.3809 or Yvonne Anderson at 303.866.2862.





# FROM BOTH SIDES NOW

**By Linda Shubow, Assistant Attorney General**

Shortly after joining the Office of the Attorney General, I phoned an agency contract representative to discuss a contract, which had been submitted for review. I introduced myself, identified why I was calling and heard the voice at the other end say, "Oh no, I'm sorry I picked up the phone". After a moment of speechlessness (always an uncomfortable state for an attorney), I began to laugh.

For the two years prior to joining the Office of the Attorney General, I drafted and reviewed contracts at the Division of Wildlife. Pleasantries aside, a call from the Attorney General's Office was never a welcome event.

Having seen the process from both sides now, I have some thoughts on ways to improve the review process. One of my greatest frustrations during my tenure at the Division of Wildlife was the seeming lack of consistency in the review process. Others have echoed this sentiment in the four months since I joined the Attorney General's Office. Comments received from agency personnel reflect the perception that language deemed acceptable in certain contracts is not acceptable in others and different reviewers have different requirements for acceptance.

Although the creation of an absolute standard is not realistic in a system, which encompasses such a wide variety of contractual relationships, the Attorney General's Office already has begun to explore ways in which we can clarify and expedite the process. Currently, the State Controller is reviewing Fiscal Rules, policies and procedures. Once this review is completed, the Attorney General's Office will begin the process of updating and modifying its standards and requirements as well.

Two areas, which have provoked significant comment, are signature requirements for different types of entities and contracts for the purchase and lease of intellectual property. During the next couple of months, the contract review attorneys in the Attorney General's Office will focus on developing clear standards and explanations as to which signatures are required for different types of entities and when and how verification of authorization must be provided. In addition, we will be developing a non-mandatory form of contract for use in intellectual property transactions. This non-mandatory form contract will be available for use as a format or as a checklist of issues, which are considered as part of the review by the Attorney General's Office.

Various elements of the review process will be addressed over time. Comments and suggestions from agency personnel and other central approvers will be welcome through out the process.